



**AGENDA**  
**ROSWELL SOUTH PARK CEMETERY BOARD**  
Tuesday, March 15, 2016 at 4:00 p.m.  
Conference Room at South Park Cemetery  
3101 S. Main Street  
Roswell, NM 88201

**A. Call to Order**

**B. Roll Call**

**C. Approval of the Agenda**

**D. Approval of the Minutes**

1. Consider approval of the February 16, 2016 minutes.
2. Consider approval of March 1, 2016 Workshop minutes.

**E. Public Participation on Agenda Items**

**F. Sexton's Report**

**G. Bookkeeper's Report**

**H. Regular Items**

**I. Old Business**

3. Vote on Rules and Regulations Changes
4. Update on Capital Improvements
5. Presentation by Jonah Graff on the Scout Eagle Project
6. Stone Setting Discussion
7. Up to Date Performance Measures

**J. New Business**

**K. Public Participation on Non-Agenda Items**

**L. Adjourn**

Next Meeting: April 19, 2016

*Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.*

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.*

Printed and posted: 3/9/2016



**Minutes of the Cemetery Board Meeting  
Tuesday, February 16, 2016**

**REGULAR MEETING 4:00 P.M**

**Committee Member Present:**

Jack Ferguson, President  
Jim Bloodhart, Vice-President  
Jake Trujillo, Member  
Tommy Weathers, Member

**Committee Members Absent:**

Rita Kane-Doerhoefer, Secretary

**Staff Present:**

Tim Williams, Parks and Recreation Director  
Daisy Diaz, Administrative Assistant

**Others Present:**

Gabriel Casaus, LaGrone Funeral Home  
Sergio Gonzalez, Civilian  
Juan Oropesa, Councilor  
Kim Menning-Elliott, Citizen  
Malachi Elliott, Boy Scout

The meeting was called to order at 4:05 p.m. by President, Jack Ferguson. Committee members Weathers, Trujillo, Bloodhart were present.

Mr. Trujillo moved to approve the agenda as presented. Mr. Weathers was the second. A voice vote was unanimous and the motion carried.

Mr. Trujillo moved to approve the February 16, 2015 minutes. Mr. Weathers was the second. A voice vote was unanimous and the motion carried.

**Public Participation on Agenda Items:** None

**Sexton's Report:**

Cemetery Administrative Assistant, Daisy Diaz, reported for the month of January there were thirty-three internments including 22 casket burials, and 11 cremations at South Park Cemetery. Total of three internments at General Douglas McBride Veteran's Cemetery one casket burial, and two cremations. As of February 16, 2016 there had been twelve internments at South Park Cemetery and one at General Douglas McBride Veteran's Cemetery.

**Bookkeeper's Report:**

Cemetery Administrative Assistant, Daisy Diaz, reported that for the month of January, there had been four new contracts started, one pay off, one lot sale, and three transfers. As of February 16, 2016 there had been two new contracts, three pay offs, three lot sales, and two transfers.

**Regular Items:** None

**Old Business:**

2. Rules and Regulations Workshop: Mr. Ferguson proceeded to set up a date and time for a workshop to review the rules and regulations. March 1, 2016 at 4:00 p.m. was the suggested date and time workshop to be held at the South Park Cemetery Conference Room. Mr. Bloodhart made motion to set the workshop for March 1, 2016 and Mr. Trujillo was the second. A voice vote was unanimous and the motion carried.

**New Business:** None

**Public Participation on Non-Agenda Items:** None

**Next Meeting Date:**

Next meeting to be held March 15, 2016 at 4:00 p.m.

**Adjourn:**

The meeting was adjourned at 4:45 p.m.





**Minutes of the Cemetery Workshop  
Tuesday, March 1, 2016**

**Committee Member Present:**

Jack Ferguson, President  
Jim Bloodhart, Vice-President  
Rita Kane- Doerhoefer, Secretary  
Jake Trujillo, Member  
Tommy Weathers, Member

**Staff Present:**

Tim Williams, Parks and Recreation Director  
Ruben Esquivel, Cemetery Supervisor  
Daisy Diaz, Administrative Assistant

Workshop was called to order at 4:00 p.m. by President, Jack Ferguson.

**Review of Rules and Regulations:**

All members' present went through and reviewed the South Park Cemetery's Rules and Regulations, and suggested for some corrections to be made. All corrections will be submitted for the Cemetery Board Members to vote on, and approve at the next board meeting which will be held March 16, 2016.

**Adjourn:**

The workshop was adjourned at 5:30 p.m.